

## **PRIVACY NOTICE**

I run a simple business so I've done my best to keep this notice as simple as possible. If I've missed anything – or if you just want more information – please email me: [Anna@sustainableworking.co.uk](mailto:Anna@sustainableworking.co.uk)

### **What personal information do I hold?**

If you subscribe to my newsletter(s) I will ask you for your name and email address so that I can send these to you. You can unsubscribe at any time either by using the link at the bottom of the newsletter or emailing me. I will remove your data from my records as soon as you unsubscribe.

Where you connect with me expressing interest in one of my coaching/mentoring or training programmes; or to commission a consulting assignment I will ask for more information on the basis of legitimate interest. I will only ask for information I consider essential to ensuring I deliver a professional service and to safeguard your wellbeing.

At the end of any assignment I ask for feedback from clients. This is both to ensure I continue to provide a high quality service and for future marketing activities. No feedback will be used for marketing purposes without your prior consent.

### **Third Parties**

Your privacy is important to me and I will not generally share your data with third parties. The exceptions to this are

- Where I collect your data as part of a larger project commissioned by a third party such as – for example – your employer. In these circumstances I will work with the third party to make clear how the information collected will be used.
- Where a third party intermediary provides a service to me. I currently use Mailchimp to send out my newsletters. Mailchimp is a signatory to the Privacy Shield and your subscription data is held securely on their servers outside the EU.
- I also currently use Eventbrite and Pay Pal as processing intermediaries for open programmes. Information you provide to them in the course of booking or paying for a programme may be passed on to me.

### **Cookies**

My website uses cookies to enhance your viewing experience, You can set your browser to refuse cookies. Should you choose to do so some parts of this website may not function properly.

Anna Meller  
Director, Sustainable Working Ltd  
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